

LAYOFF MANUAL

MAJOR AREA	SECTION NUMBER
PRIOR TO STAFFING REDUCTIONS	400

There are several actions that all departments are expected to take regardless of their status as surplus or nonsurplus departments. The completion of these actions is important because should staffing reductions be required, departments normally want to expedite the process. If the following actions are not accomplished, the staff reductions will be delayed because DPA will be forced to return the Layoff Plan (reference Section 700 of this manual) with the seniority computation request for the department to complete them.

POST DATES AND HOURS OF INTERMITTENT EMPLOYMENT, AS REQUIRED, TO EMPLOYEES' HISTORIES

The State Controller's Office (SCO) requires departments to post the dates and hours of intermittent service to employees' work histories when they receive full-time appointments, receive salary adjustments, change classes, or separate from State service.

- A department that requests seniority scores must certify on the Layoff Plan that dates and hours of intermittent employment have been posted through the date to which DPA is computing seniority scores. This date should be obtained from your DPA POD analyst.
- A department must verify in the data base that all intermittent service has been credited.
- A department may have to contact employees' former employers to request that they submit the data to SCO.
- If an employee's intermittent records have been destroyed, a department must notify DPA of that and provide the time period of the intermittent service. DPA will then determine the appropriate time to credit the employee.
- If a department does not post the intermittent hours of its employees, DPA will be forced to return the Layoff Plan with the seniority computation request.

GATHER PRIOR EXEMPT SERVICE DATA WHEN EMPLOYEES ARE APPOINTED AND SUBMIT THE DATA TO DPA FOR SENIORITY SERVICE COMPUTATION, AND FLAG THE WORK HISTORIES

If a department requests seniority scores, it must survey employees in the areas of layoff to determine if any prior exempt service has not yet been credited to them. DPA Form 004 "Prior Exempt Service Questionnaire" (Attachment 1) should be used for this purpose. If the employee has unverified State service outside the executive branch, use DPA Form 039 "Verification of Exempt Service Outside the Executive Branch" (Attachment 2) to request verification. Once departments receive verification, submit DPA Form 039 and DPA Form 690 "Verification of Total State Service" (Attachment 3) along with any State service discrepancies to DPA's Service and Seniority Unit.

- Prior service data is available at the following sources:
[University of California](#)

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Nonstudent employment service prior to October 1, 1961 - contact the Public Employees' Retirement System.

Service from October 1, 1961 - contact the campus payroll office and request the employee's record of earnings.

Contact the campus Registrar's Office to verify prior student status.

California State Universities

Nonstudent employment service prior to September 1, 1961 - microfiche records at DPA.

Nonstudent employment service from September 1, 1961 through 1976 - contact the campus personnel office and request copies of the record cards.

Nonstudent employment service after 1976 - data should be on the PIMS data base.

No student service qualifies for State seniority credit.

Other Prior Employers

Qualifying service may be obtained by contacting the agency's personnel office.

- Departments must enter the appropriate prior history codes in item 450 of Personnel Action Requests for their employees. If a department has not entered prior history flags in its employees' work histories (if appropriate), and does not forward prior service employment data to DPA, the department's request for seniority score computations will be returned.
- A department requesting seniority scores must submit all prior service data to DPA along with the Layoff Plan Request for Preliminary Seniority Scores (DPA Form 009, refer to Section 700), for the calculation of service credits.

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GATHER QUALIFYING PRIOR MILITARY SERVICE DATA WHEN EMPLOYEES ARE APPOINTED AND RETAIN IN FILES

New employees and employees who have not previously been surveyed should be asked to complete DPA Form 190 "Military Service Information" (Attachment 4). The completed forms should be retained permanently in the employees' personnel files. The data gathered by these forms are used to determine if employees are eligible for a maximum of 12 seniority points if a layoff occurs. A worksheet titled "Military Service Qualification Worksheet" (Attachment 5), should be used to determine qualifying service. This worksheet also lists the campaigns and medals used to determine if an employee is a veteran.

PRIOR EXEMPT SERVICE QUESTIONNAIRE

DPA-004 (REV. 01/03)



TO:

DATE:

FROM: Personnel Office

SUBJECT: Prior Exempt Service

Please complete and sign this form regarding possible prior exempt service. Prior exempt service includes employment in the University of California System, the California State University System, the California State Legislature, or a function of a Federal/local government that was blanketed (transferred) into California State Government. It is important that you notate any prior service credit because it may entitle you to additional benefits, including additional State service towards your vacation accrual rate. In some instances, prior exempt service may also be used for seniority if allowed under the provisions of your current bargaining unit contract.

This form and verification of prior exempt service should be returned to your Personnel Office as soon as possible. Attach copies of any documentation that verifies the dates and time base (or number of hours if intermittently employed) of your prior employment. Your Personnel Office will send your verification data to the Department of Personnel Administration (DPA), where the amount of service to be credited will be determined.

- ☐ I have no prior exempt service.
- ☐ I have prior exempt service as described below.
- ☐ My prior exempt service has already been verified by DPA.
 - ☐ Verification is attached (See the back of this form for verification standards).
 - ☐ Verification is **NOT** attached (If not attached, please use DPA Form 039).

Former Employer	Title	Exact Dates		Time Base/Number Hours Per Month
		From	To	

Employee Signature_____
Date_____
Phone Number

PRIOR EXEMPT SERVICE QUESTIONNAIRE

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Verification Standards

The Department of Personnel Administration (DPA) will determine whether the verification data that is submitted will be added to your State service total. The documentation that you provide must be written and verify the exact dates, and the time base (or number of hours if intermittently employed) of your prior employment. Specific employment verification standards are listed below.

University of California Service

Submit written verification of your student or nonstudent status at the time of employment from the University Registrar's Office. Also, provide copies of your "Record of Earnings" obtained from the University's Payroll Office.

California State University Service

For nonstudent service from *June 1, 1961, through December 31, 1976*, you must submit a copy of your "Employee Record Card," which may be obtained from the Campus Personnel Office.

For nonstudent service before *June 1, 1961, and after December 31, 1976*, official data is available to DPA; therefore, no verification is required.

California State Legislature

Contact the personnel office of the Legislative Branch (Assembly/Senate) where you were employed and request a letter that verifies the exact dates and time base of your prior service.

Former Federal or Local Government Service

Please provide the department or agency name prior to the blanketing (transfer) and the date you entered in to California State Government employment. DPA should have your prior employment records on file.

VERIFICATION OF STATE SERVICE OUTSIDE THE EXECUTIVE BRANCH

DPA-039 (REV. 01/03)



Qualifying State service for seniority purposes includes employment with certain nonexecutive branch institutions that include the following: University of California, California State University* (CSU), and the California State Legislative Branch.

The employee named below claims to have worked with your institution as indicated in Section I. Pursuant to California Government Code Section 19997, please verify employment as indicated by the instructions on the second page. Once completed, the form must be submitted to the requesting department contact listed below.

Section I – Employee Information

Social Security Number	First Name	Middle Initial	Last Name
Date of Birth		Prior Names (if any)	

University or Legislative Branch	Class Title	Approximate Dates of Service	Time Base

* Regarding CSU service, this form should only be used for intermittent service or service prior to 1975.

Section II – Requesting Department Instructions and Information

For this employee to receive the proper State service credit, you must ensure that Section I and II have been completed and submitted to the proper institution. Once the institution has gathered the requested information, they are instructed to send you the verified information, which you must then provide to the State Service and Seniority Unit at the Department of Personnel Administration, along with a Verification of Total State Service Request Form (DPA-690).

Department Name	Department Contact	Position Title
Mailing Address	Signature	Date
City	State	Zip
Phone Number	Fax Number	

VERIFICATION OF STATE SERVICE OUTSIDE THE EXECUTIVE BRANCH

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Section III – University Instructions and Information

For this employee to receive the proper State service credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

For **University of California** service, please submit a copy of the month-by-month record of earnings to the requesting department contact for the aforementioned employee's dates of service with your university.

For **California State University** service, please submit a copy of the employee's record card to the requesting department contact for the aforementioned employee's dates of service with your university.

For **All Universities**, please provide the exact dates of service in the immediate space below, and indicate whether the employee was a student during any of his/her employment with your university by checking the appropriate box in the student column.

Student		Exact Dates of Service		Time Base		
Yes	No	From	To		University Name	
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>				University Contact	Position Title
<input type="checkbox"/>	<input type="checkbox"/>				Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>				Phone Number	Fax Number
<input type="checkbox"/>	<input type="checkbox"/>					

Section IV – Legislative Instructions and Information

For this employee to receive the proper State service credit, you must provide the department contact with the following information pursuant to California Government Code Section 19997.

Please provide Transfer Data Form (612), showing the employee's start date, time base, separation date, and indicate any leave of absences during the history of the employee's employment. The information must be signed by a legislative personnel employee.

Legislative Contact	Position Title
Signature	Date
Phone Number	Fax Number

Privacy Notice: The information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the Department of Personnel Administration's State Service and Seniority Unit for the purposes of identification and document processing. It is mandatory to furnish all information requested on this form. Failure to provide the mandatory information may result in your request not being processed or being processed incorrectly. The Department of Personnel Administration's State Service and Seniority Unit requires employee's social security number and name for identification purposes.

VERIFICATION OF TOTAL STATE SERVICE

DPA-690 (01/03)



If you believe any period of your State employment is not included in your total service, complete Section I of this form and return it to your Personnel Office within 30 days.

Section I – Employee Information

Social Security Number	First Name	Middle Initial	Last Name
Prior Names (if any)			

Dates of Employment		Name of Agency, Department, Office, Board, or University Where Employed	Class/Title	Time Base*
<i>Appointed</i>	<i>Separated</i>			
MM DD YYYY	MM DD YYYY			

* Indicate full time, part time, fractional, intermittent (hourly or daily), or indeterminate.

Please note that the total service for vacation allowance and the total service for retirement purposes will rarely agree. Each is computed under different laws and rules. Under the Public Employees' Retirement System (PERS) Laws and Rules, service is credited on a fiscal year basis (July 1 – June 30). Ten months of full-time service in a fiscal year equals one year of PERS service credit. Furthermore, with more than 400 non-State agencies receiving PERS service credit, not all PERS credit is qualifying under State Personnel Board Rule 381.

When computing total State service for vacation allowance, credit is not given for partial months of service prior to January 1, 1969. Additionally, intermittent service is computed by crediting 1 month for each 160 hours worked. Hours in excess of 160 per month are not credited, because credit cannot exceed actual calendar time. For example:

Appointed *Separated*
May 15, 1990 July 14, 1990

	Number of Hours Per Month			Total Hours	State Service Credit
Hours Posted	May = 36	June = 204	July = 80	320	See Hours Allowed
Hours Allowed	May = 36	June = 160	July = 80	276	1 month

VERIFICATION OF TOTAL STATE SERVICEPAGE 2
DPA-690 (01/03)**Section II – Requesting Department Instructions and Information**

For this employee to receive the proper State service credit, you must ensure that Sections I and II have been completed. Once they are completed, submit this form to the Department of Personnel Administration's (DPA) State Service and Seniority Unit.

If any of this employee's service includes State service outside of the Executive Branch (including institutions like University of California colleges, California State University colleges [prior to 1975 or intermittently employed at any time], and the California State Legislative Branch) and you can not submit verifiable records of this information along with this request, you must use DPA Form 039.

Reason for submitting this request:

- | | | |
|--|---|--|
| <input type="checkbox"/> Vacation Allowance
Discrepancy | <input type="checkbox"/> Verifying 25 Years of Service
for Award | <input type="checkbox"/> Planned Retirement Within the
Next 90 Days |
| <input type="checkbox"/> Reinstatement Purposes | <input type="checkbox"/> Post and Bid Purposes | <input type="checkbox"/> Second Request
Initial Request Sent _____ |

Department Name

Department Contact

Position Title

Mailing Address

Signature

Date

City

State

Zip

Phone Number

Fax Number

MILITARY SERVICE INFORMATION

DPA-190 (REV. 01/03)



TO:

DATE:

FROM: Personnel Office

SUBJECT: Military Service Information

Some military service in the armed forces of the United States of America qualifies California State employees for certain benefits during their careers with the State of California. In order for us to determine if you will qualify for any benefits, please complete, sign, and return this form to your personnel office immediately.

1. Did you serve on *active* duty in the armed forces of the United States of America?

☐ Yes ☐ No

If your answer to #1 is "**Yes**," please complete the remainder of the form and submit a **copy** of your DD-214 (discharge document) with this form to your personnel office.

If your answer to #1 is "**No**," please sign, date, and return the form to your personnel office.

2. List your active duty.

Branch of Armed Forces	Entry Date	Release Date	Type of Release		
			Honorable	Dishonorable	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. List any campaign medals that you received.

I hereby certify that, to the best of my knowledge, the information on this form is true and correct.

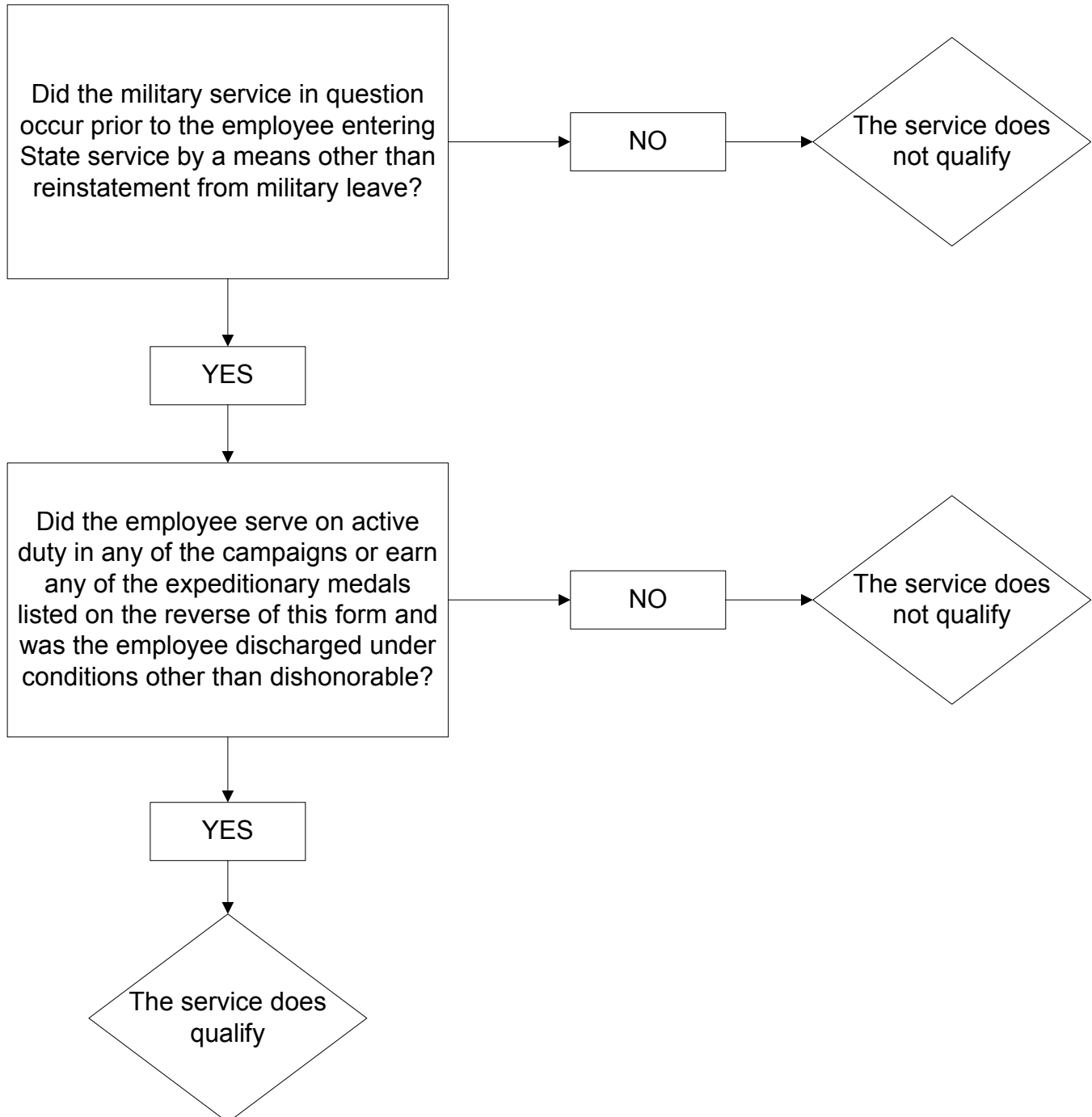
Employee Signature

Date

Phone Number

Military Service Qualification Work Sheet

Use the flow chart below to determine veteran eligibility for seniority credit
(maximum of one year) based on prior military service.



Recognized Campaigns and Medals for California Seniority Credit

Use the information below to determine veteran eligibility for seniority credit based on prior military service.

Campaign	Dates
World War I	April 6, 1917, through November 11, 1918
World War II	December 7, 1941, through December 31, 1946
Korean Conflict	June 27, 1950, through January 31, 1955
Vietnam Era	February 28, 1961, through August 4, 1964
	August 5, 1964, through May 7, 1975
Army of Occupation of Berlin*	May 9, 1945, through October 2, 1990
China Service Medal (Extended)*	September 2, 1945, through April 1, 1957
Operations Desert Shield/Storm	August 2, 1990, through (Still open)

Armed Forces Expeditionary Medal*: (listed alphabetically)

Berlin	August 14, 1961, through June 1, 1963
Cambodia	March 29, 1973, through August 15, 1973
	April 11, 1975, through April 13, 1975
Congo	July 14, 1960, through September 1, 1962
	November 23, 1964, through November 27, 1964
Cuba	January 3, 1961, through October 23, 1962
	October 24, 1962, through June 1, 1963
Dominican Republic	April 28, 1965, through September 21, 1966
El Dorado Canyon	April 12, 1986, through April 17, 1986
Grenada	October 23, 1983, through November 21, 1983
Iran, Indian Ocean	November 21, 1979, through October 20, 1981
Iran, Yemen, and Indian Ocean	December 8, 1978, through June 6, 1979
Korea	October 1, 1966, through June 30, 1974
Laos	April 19, 1961, through October 7, 1962
Lebanon	July 1, 1958, through November 1, 1958
	August 20, 1982, through May 31, 1983
	June 1, 1983, through December 1, 1987
Liberia (Sharp Edge)	August 5, 1990, through February 21, 1991
Libya	January 20, 1986, through June 27, 1986
Mayaguez	May 15, 1975
Panama	April 1, 1980, through December 19, 1986
	December 20, 1989, through January 31, 1990
	February 1, 1990, through June 13, 1990
Persian Gulf	February 1, 1987, through July 23, 1987
	July 24, 1987, through August 1, 1990
Quemoy and Matsu Islands	August 23, 1958, through June 1, 1963
Rwanda (Distant Runner)	April 7, 1994, through April 18, 1994
Somalia	At Any Time
Taiwan Straits	August 23, 1958, through January 1, 1959
Thailand	May 16, 1962, through August 10, 1962
	March 29, 1973, through August 15, 1973
Vietnam	July 1, 1958, through July 3, 1965
Vietnam Evacuation	April 29, 1975, through April 30, 1975
Vietnam Service Medal	July 4, 1965, through March 28, 1973

*Requires service in specified zones or on specified vessels.